

college

CREDIT PLUS



2018–2019 Coordinator Application Checklist

NEW CCP ADMISSION TIMELINE!

Desired Start Term	Last ACT/SAT Test Date for Consideration	Application Deadline
Summer 2018	ACT - February 10 SAT - March 10	March 26, 2018
Fall 2018	ACT - April 14 SAT - March 10	May 1, 2018
Spring 2019	ACT - April 14 SAT - March 10	May 1, 2018
Non-Public and Homeschool Students	ACT - February 10 SAT - March 10	March 26, 2018



Questions?
Please contact
CCP STAFF
at 330-941-2447
or
ccp@ysu.edu

Each student must have a complete application submitted by the deadline.

**A complete application file includes: Official Transcripts, ACT/SAT Scores, Financial Responsibility/ Parental Consent Form and Campus Education Plan.*

STEP ONE: Review College Credit Plus Opportunities

- Have you reviewed the CCP information on the Ohio Department of Higher Education, Ohio Department of Education and YSU websites?
- What courses are being offered in your district?
- How can your students benefit from courses taken on campus or online?

STEP TWO: Review Program Info – Establish Financial Responsibility Policy & Due Dates

- Check student eligibility requirements (www.ysu.edu/ccp).
- Set a due date (prior to your scheduled YSU CCP Application Day) to collect the Financial Responsibility/ Parental Consent form (build in extra time for returning incomplete forms to students).
- All forms will be collected at your application day.
- Determine your textbook policy and financial policy for recouping lost funds due to late withdrawals or failures.

STEP THREE: Inform Students & Parents by February 1

- Inform students of the opportunity to participate in CCP via your website, letter home, school handbook, student assembly and/or information session by February 1.
- Notice includes (but is not limited to) the following:
 - No cost to students enrolled in public colleges or universities (private school students apply for funds from the Ohio Department of Education)
 - Criteria for student participation (including ACT and GPA)
 - Student participation options
 - List of courses offered at the high school
 - April 1 deadline for students to indicate intent to participate
 - The designated contact in your district
- Schedule and host an Information Session prior to February 15
 - Reserve your date early and have alternative dates available!



**YOUNGSTOWN
STATE UNIVERSITY**

STEP FOUR: Pre-Qualify Students

Required

- Provide counseling session with students/parents that includes the following:
 - Complete the Campus Education Plan if the student plans to enroll on campus or in online courses
 - Program Eligibility
 - Process for granting academic credits
 - Potential financial responsibility, including limited funding for private school students
 - Criteria for transportation aid
 - Available support service
 - Scheduling
 - Benefits and potential consequences of participating including:
 - *Failing a course and the impact on HS graduation*
 - *How the college grade is calculated into the HS GPA*
 - *Time and money saved*
 - Academic and social responsibilities of students and parents
 - College support services available to students
 - Provide a copy of the Ohio Board of Regents' College Credit Plus information
 - Course options (high school based, campus, and online)

Optional

- Complete the 2018-2019 CCP Student List, including GPA and ACT scores for each student and indicate if they are a current or previous CCP student.
 - Use the highest ACT score achieved in each section, regardless of test date
- E-mail to YSU at CCP@ysu.edu for initial review two weeks prior to your scheduled YSU Application Day

STEP FIVE: Schedule YSU CCP Application Day

- Schedule a time in computer lab for a YSU CCP staff member to take your students through the application process. This increases accuracy and decreases student mistakes.
 - Schedule two sessions on the same day – one for NEW and one for CONTINUING students
 - Continuing students who are completing or have completed at least one YSU course, will complete the continuing student form, NOT the new student application.
 - New students will need their SSN in order to apply; continuing students must have YSU ID#, user name and password. This is extremely important. Students will not be able to complete the process without them.

STEP SIX: Gather Supporting Documentation – Review Forms & Attach Official Transcript with Test Scores

- Make sure the Financial Responsibility/Parental Consent form is filled out with either black or blue pen.
- Attach the CCP Campus Education Plan (for students taking classes on campus or online).
- Generate and attach an official transcript, that is signed, with a seal and lists GPA, ACT scores, SSID/UIN and passage of any State of Ohio graduation assessments.
- Include the letter of recommendation if student is applying under the alternate admissions pathway.
- Give all completed forms and documents to YSU CCP staff upon arrival for YSU CCP Application Day at your school. *All forms, transcripts and test scores will be collected at the application day.*
- YSU CCP staff will send a roster of students who applied, courses selected, and additional materials needed (example: February ACT scores) within a week of receiving paperwork.
 - Once the list is finalized, YSU processes approved students and begins the appeal process as necessary.
- YSU CCP staff will notify you and will also notify the student if they need to complete placement testing after they receive an acceptance letter.
 - Students can schedule placement testing at www.ysu.edu/testing
- Deadline to have placement testing completed by:
 - All students for Summer 2018 classes: **April 20, 2018**
 - All new and continuing CCP students for Fall 2018 and or Spring 2019: **June 29, 2018**

STEP SEVEN: Review YSU HS Based Course Roster

- YSU CCP staff will send an unofficial course roster of approved students for high school based courses to check for accuracy.
- Roster is sent the first week of June for fall and spring terms.
 - If supporting documentation is not received by the appropriate application deadline, there is no guarantee of a roster sent by the first week of June.
- Review the roster and report any additions/deletions/changes to YSU CCP staff.
 - Beginning in August if you (or the student) are changing the original registration for:
 - High School Based Courses: The CCP Change of Registration Form must be completed.
 - Campus Courses: The student must first meet with their advisor prior to changing his/her registration in Banner.

Questions?

Please contact the CCP Office at 330-941-2447 or ccp@ysu.edu